

NEW!!! SUITE Template and Sample

A major revision of the Software Configuration Management (SCM) Plan template (SEM-302) is now complete, including a sample template for the fictional Acme Interface project. This revision includes:

- Better alignment with the Capability Maturity Model Integrated (CMMI)
- Generic language that applies to every SCM Plan, intended to help the plan author and audience better understand SCM concepts and tasks
- Roles and responsibilities associated with SCM
- Bridge to the MDIT Request for Change (RFC) process
- Expanded template instructions (blue text)

The SUITE 101 workshop on Software Configuration Management is also revised to focus on the new template and sample. Check out the workshop schedule on the SUITE page and sign up now, for either the first time or a refresher.



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New Metrics Collection Process!

Beginning this month, application development teams will be collecting a few basic project and product metrics. These metrics will, for the most part, be aggregated to help determine which application development processes (and eventually maintenance processes) need improvement. These metrics will also determine which process improvements actually improved the process and which ones may have hampered the process.

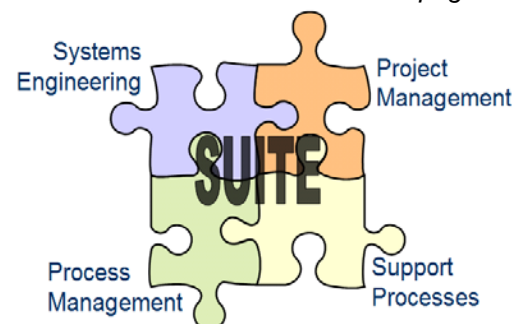
The heart of the new Metrics Collection Process is the Project Metrics Collection template (DIT-0188), which is located in the MDIT forms area on TechTalk and on the MDIT public forms page.

This template captures a few project-based metrics, such as actual vs. budgeted cost. The Project Metrics Collection template also captures process-based metrics, such as the number of defect found during each stage of system development.

The first training workshop was held on Tuesday, January 27th, with over 20 people in attendance. More workshops are being scheduled. Please check the SUITE 101 Workshop Registration page in the SUITE Project Room on TechTalk for more information on these workshops. Please contact Dan Buonodono (buonodonod@michigan.gov) if you have questions regarding the new Metrics Collection Process.

Managers please note – this workshop can come to your office as well! Contact Dan Buonodono to coordinate a special session.

For more related information see page 4.



CMMI Process Development Team – In Search of Some New Blood!

The SUITE Phase 4 CMMI Process Development Team is looking to attract a few more people to round out its membership. This team is working on developing documentation for the CMMI process areas that fall short of meeting the goals and practices of the respective process area. The team will also collaborate with the Process and Product Quality Assurance (PPQA) team in analyzing gaps identified during project quality reviews. From there the team will develop and implement plans to address the deficiencies. Members will need to be able to devote approximately four hours per week to the team for the duration of Phase 4 of the SUITE Project (through September 30, 2010). If interested, please check with your supervisor/manager for permission prior to contacting Karen Ryan via email (ryank@michigan.gov)



Expanding our Capability Maturity Model Integrated (CMMI) Foundation


In mid-November, 2008, 25 SUITE team members completed a 3 ½ day Introduction to CMMI training. This licensed CMMI course is taught by instructors authorized by the Software Engineering Institute (SEI) at Carnegie Mellon University. The November session was the second time that SUITE has been able to offer this opportunity. We have now trained a total of 58 SUITE team members.

The first Introduction to CMMI course was offered in June, 2008. We incorporated feedback from the June session to improve the November class. The biggest change was to lengthen the duration of the training from 3 to 3 ½ days. The instructors covered exactly the same material, but gave participants a few extra breaks and a full hour for lunch. Comments from participants in both the June and November sessions were overwhelmingly positive.

The course covered CMMI fundamental concepts, which are an integration of best practices from proven process improvement models. The lectures, discussions, and exercises provided ample opportunity to better understand the CMMI model, process areas, and appraisal methods. Graduates are now better equipped to meet the challenges of SUITE Phase 4.

Our instructors for the November session were Ivy Yan and Kathy Smith, who are SEI-authorized Lead Appraisers. Ivy and Kathy are CMMI experts and members of an EDS team dedicated to process improvement. Ivy and Kathy shared not only their knowledge of the model, but also their real-world experience in CMMI implementation and appraisals.

In addition to the SUITE team members that have completed the Introduction to CMMI course, Dan Buonodono and Leigh Scherzer completed the 5-day Intermediate CMMI course in October, 2008. The Intermediate course includes a test on the last day. Congratulations, Dan and Leigh, on your successful completion, and thank you for sharing your learning!



Project Reviews Coming Soon To a Project Near You!

The SUITE PPQA Team is in the process of developing processes and procedures to perform quality reviews on systems development projects. The assigned PPQA review team, consisting of three people, will assist the project team with ensuring that the project is correctly following the SUITE processes.

The review team will mentor the project manager on best practices for following SUITE practices and processes. The intent is to discover these best practices

during our reviews, and share them with other project teams.

The primary goal of these project reviews is to assist the project team in correctly following standard processes, which in turn will help to produce higher quality business applications that are delivered on time and within budget.

The PPQA Team, once the procedures are completed, will pilot them on several different types and sizes of projects – in the March timeframe.

The PPQA Team will begin actual project reviews in early to mid April. A SUITE 101 Workshop is being developed.

If you are interested in joining the PPQA Team, which has a time commitment of 8 hours per week, please contact Dan Buonodono.

For answers to your questions, or if you want more information on the PPQA Team, please contact Dan Buonodono.

[\(buonodonod@michigan.gov\)](mailto:buonodonod@michigan.gov)

EYE ON IT

COTS and the SEM

Several people have asked when the COTS portion of the SEM will be updated and expanded. This great idea needs a few knowledgeable and interested folks to make it happen. Members will need to be able to devote approximately four hours per week to the team for approximately two months. If you have experience with COTS and would like to assist in improving that section of the SEM, please check with your supervisor/manager for permission prior to contacting Leigh Scherzer, SEPG Team Lead via email (scherzerl@michigan.gov)

SEPG to Research SharePoint Server Usage for SUITE

Interested in researching the deployment of a SharePoint environment for the SUITE project? A few people are needed for a temporary team to develop requirements for a SUITE SharePoint environment, its setup and planned usage. This team will also develop an implementation plan for this environment and how SUITE teams will use it. Members will need to be able to devote an estimated four hours per week to the team for approximately three months. If you are interested in working on this team, please check with your supervisor/manager for permission prior to contacting Leigh Scherzer, SEPG Team Lead via email (scherzerl@michigan.gov)

New Icon to be Deployed on the SEM Toolbar

You asked – we listened! At its January 27, 2009 meeting the Systems Engineering Process Group (SEPG) approved adding a new icon to the SEM Toolbar. This icon will toggle the blue text within our SEM templates off and on, providing a truer visualization of how the template will appear when printed out. The new icons appeared on the SEM Toolbar in the SEM templates the week of February 20, 2009.

This Month's SUITE Tip

"SMART" requirements are:

Specific - Get into details

Measurable - Use quantitative language so you know when you are finished

Agreed upon - By ALL stakeholders, client acceptor, project team

Realistic - Given project constraints

Time based - Deadlines, not duration



MDIT / MSU Project Management Partnership

The Michigan Department of Information Technology, and, the Michigan State University College of Communications, Arts and Sciences have partnered in a unique classroom training effort. Graduate level students at MSU, enrolled in a 400 level project management class, are receiving part of their instruction by working directly with MDIT staff.

Students have received MDIT led instruction on project management concepts, including SUITE. Likewise, teams of MSU students (3-4) are assigned to each information officer. These teams attend project management meetings, and, have specific assignments from the IOs. These assignments include evaluating and critiquing our current project management process, and, giving the IOs ideas on how to use web 2.0 technologies as a innovative communication tool to keep project stakeholders informed on project progress.

This pilot project is in place for the spring 2009 semester. Each MSU workgroup must complete five assignments, in conjunction with MDIT. This partnership is mapped to MDIT's human capital management strategy for engaging and, promoting technology careers in state government.

Metrics Collection Process Continued...

Recent SEM Forms Changes

In the February 3, 2009 Forms Update notice on the front page of TechTalk the following SEM forms changes were announced.

Added:

- SEM-0186, Defect Tracking Log
- SEM-0186 Defect Tracking Log Sample
- SEM-0188 Project Metrics Collection Sample

Renumbered or Revised:

- SEM-0187 was DIT-0187, Structured Walkthrough Meeting Record
- SEM-0188 was DIT-0188, Project Metrics Collection:
- SEM-0189 was DIT-0189, Stage Exit Approvals

The best components of the old Structured Walkthrough Meeting Record and Structured Walkthrough Summary Report have been incorporated into the SEM-0187 template. Its three main sections are: Meeting Information, Summary of Findings, and Walkthrough Results.

Another new tool is the Defect Tracking Log (SEM-0186). This template is intended for use in areas that do not currently have a formalized defect tracking process. It is not meant to replace any defect tracking tool that may already be used in your area.

SUITE 101 Workshops Now Bi-monthly

A new flexible schedule will offer rotating sessions on Tuesdays, Wednesdays and Thursdays, between downtown and the secondary complex, alternating mornings and afternoons.

Interested in registering for a workshop? Please check the SUITE 101 Workshop Registration page in the SUITE Project Room on TechTalk for more information.